

*EnerCorp, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp offers innovative technologies produced in North America that deliver engineered solutions throughout the lifecycle of your well; our services streamline wellbore construction and minimize NPT to reduce costs and maximize production. We design, build, sell, and rent various products in our technology portfolio while also providing application engineering and field services on job sites. This holistic end-to-end capability allows us to optimize our products and services in a cost-effective manner while improving our expertise through a continuous feedback loop.*

## **1.0 DUTIES AND RESPONSIBILITIES**

The Senior Accountant is responsible for contributing to keeping the accounting and financial processes of the company up to standard and ensure accurate and timely financial reporting and control.

### **1.1 Specific Responsibilities**

- Ensure financial records and systems are maintained in accordance with GAAP.
- Act as integral part of upcoming ERP system implementation
- Assist Controller in the direction of the accounting functions in the organization
- Assist with monthly and annual close process
- Manage fixed asset register and depreciation schedules
- Develop an inventory system for parts turning monthly and currently in fixed assets
- Establish new fixed asset register including combining assets, adjusting for impairments and physical counts, and standardizing the format, descriptions, and equipment categories
- Develop internal control policies for activities such as cash, credit management, and accounting
- Coordinate financial audits with Controller & CFO and liaison with independent auditors
- Ensure compliance with regulatory and in-house standards and best practices
- Conduct account reconciliations and analysis
- Liaison with field operations as needed to maintain data accuracy and integrity
- Assist with Ad hoc reporting and projects as needed

## **2.0 REQUIREMENTS**

### **2.1 Education, Training and Experience**

- Bachelor's Degree in Accounting or related field from an accredited college or university, and
- minimum five (3-5+) years of Accounting management experience; or equivalent combination of education and experience.

- Minimum of five (3-5+) years of experience in Accounting.
- Minimum of three (3+) years of experience with ERP programs.
- CPA and /or public audit support experience strongly preferred.
- Experience working with executive level management in an oil and gas service, engineering, and/or manufacturing environment would be preferred.

## **2.2 Skills and Abilities**

- Proficient in Microsoft Office (Word, Excel, Outlook)
- Strong analytical skills, including demonstrated experience identifying and quantifying problems and providing effective solutions
- Strong written and verbal communications skills.
- Demonstrated ability to collaborate with and develop effective relationships with all levels of employees and management.
- Strong results orientation.
- Ability to maintain data integrity and to extract data and prepare reports in an accurate and timely manner.
- Must be able to work under pressure and respond to tight turnaround time of projects; ability to handle confidential information with a zero tolerance for breach of value in this area.
- Must be able to work with interruption and limited supervision.
- Energetic self-starter with the ability to work in a fast-paced environment.
- Must have flexibility of working extended hours as needed, and the ability to work independently.
- In addition to independent qualities, the ability to work well as part of a team is vital.

## **3.0 PHYSICAL, TRAVEL, AND SAFETY REQUIREMENTS**

- Must be willing and able to work 8 hours or as necessary to meet multiple deadlines.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk, or hear.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Occasional overnight travel.

#### 4.0 OTHERS

- Reports to Controller
- Attention to detail and deadline-oriented.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Pass the required screenings
- Must adhere to departmental policies, schedules and deadlines, but may adapt techniques or processes to complete assignment.
- Employee is expected to review own work for completeness, accuracy and conformance to policy.
- Expected to work with team for progress review and to check for technical adequacy and conformance with practice and policy. Errors in the communication of data can result in serious issues to the company.

#### 5.0 EnerCorp OFFERING

- Competitive Compensation with a comprehensive group benefits plan
- Vacation and Flex Days
- Professional Working Environment with a Safety Focused Culture
- professional Development Opportunities